



SCM Division
Radio Park, Henley Road
Auckland Park 2092
Johannesburg
Private Bag X1
Auckland Park 2006

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/LOG/2026/10252032/18
RFQ ISSUE DATE	08 MAY 2026
RFQ DESCRIPTION	PROVISION OF CLEANING, HYGIENE CLEANING, CAR WASH AND PEST CONTROL SERVICES AT SABC KIMBERLY & PLATFOINTEIN OFFICES FOR A PERIOD OF FIVE (5) YEARS
BRIEFING SESSION	N/A
CLOSING DATE & TIME	22 MAY 2026 @12H00 PM

Submissions must be electronically emailed to RFQSubmissions@sabc.co.za on or before the closing date of this RFQ.

For queries, please contact **Nyandano Nemukula** via email: Tenderqueries@sabc.co.za

The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO.: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All submissions should be prominently marked with the following details in the email subject line:
 - **RFQ Number and bidders' name.**
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
 - receipt of incomplete bid
 - file size
 - delay in transmission receipt of the bid
 - failure of the Bidder to properly identify the bid
 - illegibility of the bid; or
 - Security of the bid data.

NB: THE BIDDER SHOULD ENSURE THAT WETRANSFER LINKS AND GOOGLE DROP BOX EXPIRE AFTER 30 DAYS OF THEIR SUBMISSIONS INSTEAD OF SEVEN DAYS

1. MANDATORY REQUIRED DOCUMENTATION

MANDATORY REQUIREMENT		COMPLY/NOT COMPLY
1.1	<p>Provide physical address of operational office</p> <p>Only bidders with operational offices that are within 250km radius from SABC Kimberly office will qualify for further evaluation. Bidders whose Operational offices are outside the stated radius will be eliminated.</p> <p>(Proof of residence to be provided)</p>	
1.2	<p>Copy of valid license at time of closing of this bid, of a Certificate of Registration of a Pest Control Operator for Structural Pest Control as issued by Department of Agriculture, Forestry and Fisheries of Republic of South Africa.</p>	

NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION REQUIRED DOCUMENTS

- 1.1.1 **Submit proof Central Supplier Database (CSD) registration**
- 1.1.2 **Proof of Valid TV License Statement for the Company; all active Directors and Shareholder must have valid TV Licenses (Verification will also be done by the SABC internally).**
- 1.1.3 **Valid Tax Clearance Certificate or SARS “Pin” to validate supplier’s tax matters**
- 1.1.4 **Original or Certified copy of Valid BBBEE Certificate (from SANAS accredited Verification Agency)**
- 1.1.5 **Certified copy of Company Registration Document that reflect Company Name, Registration number, date of registration and active Directors or Members Certified copy of Shareholders’ certificates.**
- 1.1.6 **Certified copy of ID documents of the Directors or Members.**

NB: NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TAX MATTERS ARE NOT IN ORDER.

NO CONTRACT WILL BE AWARDED TO ANY BIDDERS WHO’S TV LICENCE STATEMENT ACCOUNT IS NOT VALID.

NO CONTRACT WILL BE AWARDED TO ANY BIDDER WHO IS NOT REGISTERED ON THE CSD

1 BACKGROUND

The South African Broadcasting Corporation (SABC) has a regional office in, Kimberly and Platfontein which we are currently renting. To ensure that the building complies with all legislated regulations, the services of a suitable Cleaning and Hygiene Service provider with necessary management and supervisory skills to ensure that the building/offices are kept occupationally safe, healthy, and befit a conducive working environment are required. The service provider will render services in line with OHS Act and SABS ISO Standards accreditation. The service provider will be required to provide all required equipment, SABS approved chemical, uniform and anything else necessary to deliver on the mandate of cleaning and hygiene services.

2 REQUIREMENTS AND SCOPE OF SERVICES

2.1 Kimberly & Platfontein Building:

- Office space
- Passages, stairs and walkways
- Toilets services
- Parking bays and yards
- SABC fleet vehicle
- Entrances and reception areas
- All studios, boardrooms, kitchen/seating areas
- Cleaning of lifts
- Dusting of furniture and broadcasting facilities
- Window cleaning
- Waste disposal
- Clean where maintenance was done
- Provide Pest Control service
- Provide Deep Clean service

2.2 Cleaning Requirements for Kimberly and Platfontein Office

Paved areas, entrances, reception area, Boardrooms, Conference room, studios, public areas, lift foyer, stairs, stairwells/cases, passages, kitchen, seating areas.

- Offices and related areas, archives, studio & security control rooms, dubbing studios, audio studios, News editing rooms and Radio Broadcast Resources (RBR) main control.
- Bathrooms and shower
- Furniture Dusting
- Waste Disposal
- Lifts

- Roof of the buildings
- Deep cleaning services
- Open/Covered Parking areas
- Compacting / Refuse areas
- Fleet vehicles wash bay
- Vertical and Venetian Blinds
- Water down pipes and gutters
- Windows
- Balconies

2.3 Daily cleaning will include but not limited to:

- Office dustbins/wastepaper baskets must be cleaned and emptied
- Furniture must be dusted and polished
- Carpets in busy areas must be deep cleaned with industrial vacuum cleaners every six (months) to be done after normal working hours.
- Any other floor covering busy areas must be maintained as prescribed by the manufacturers
- Walls/doors must be dusted
- Paintwork must be dusted
- Glass and metal works must be dusted
- Interior glass panels must be cleaned
- Windowsills and skirting boards must be dusted
- Refuse/rubbish must be removed
- Fire-fighting equipment must be dusted
- The washing of crockery after functions, meetings and daily washing of office crockery (e.g. cups, mugs, dishes, spoons, etc.)
- Mopping bathroom floors
- Clean, sanitize toilets, urinal walls and toilet bowls
- Clean basins and mirrors
- Check and replenish toilet rolls
- All balconies must be cleaned
- The bidder must also supply polish, disinfectant and cleaning materials
- In addition, where available, the filling up of water bottles on the coolers

2.4 Weekly cleaning

- Telephones must be wiped with damp cloth
- Furniture must be polished and shone. This also applies to all steel, vinyl glass and other surfaces
- All the surfaces not given above must be dusted/wiped/cleaned
- Firefighting equipment must be wiped with a damp cloth

- All items not reflected on daily cleaning above must be dusted/wiped/cleaned

2.5 Monthly cleaning

- Upholstered furniture/surfaces must be vacuumed with industrial vacuum cleaners
- Deep cleaning of bathrooms
- Picture frames must be dusted carefully
- Blinds and Curtains must be vacuumed
- Windows (inside and outside) and window frames must be washed/cleaned
- Ventilation ducts/airducts in the ceilings must be cleaned
- The Archives must be swept and dusted as now and then, probably every fortnight at the most
- All balconies must be cleaned when the windows are washed and all the bird droppings removed as often as necessary to prevent the accumulation of droppings on the balconies

2.6 Ablutions Kimberly Office

- Two sets of toilet facilities (one set (2) for men and one set (2) for women) on the first floor in the office block
- One paraplegic toilet facility on the ground floor

Platfontein office

- One paraplegic toilet facility on the ground floor in the office block
- One set of toilet facilities (2) for men on the ground floor in the office block

2.7 Car wash bay Daily Cleaning

All Fleet vehicles delivered to the wash bay must be washed and cleaned as follows:

- Apply pressure spray water on body and wash by hand
- Rinse by pressure spray and dry by damp smooth cloth
- Clean windows dry by damp smooth cloth
- Polish body by using SANS approved car body polish
- Vacuum interior and polish tyres using SANS approved car tyre polish
- Clean boot, wash carpet, brush remove dust on vents and apply SANS approved car silicon on dash

2.8 Daily cleaning of lift

- Lift door tracks must be cleaned
- The inside of the lift must be cleaned, the mirrors shone, the walls cleaned,
- The control panel polished and the numbers cleaned
- Lift floor must be cleaned and polished where necessary

Balconies

- All balconies must be cleaned when the windows are washed.
- All bird droppings removed as often as necessary to prevent accumulation and prevents insects

2.9 Window Cleaning (Quarterly)

The measurements provided are close approximates and not exact measurements

- The building height in Kimberly from ground floor to first floor = approximately 10 metres. All windows from ground floor to first floor = +-8.000 linear meters.
- The cleaning company must adhere to and comply with SABC OHS policies and procedures. The SABC requires the use of a Fall Arrest system for the two (2) technicians and one (1) supervisor responsible for cleaning the inaccessible windows in Kimberly office.
- All the windows in the building must be kept clean
- Windows must be washed on the inside and outside monthly

2.10 Pest control

- Pest control must be conducted on quarterly basis.

2.11 Uniform protective clothing

The successful bidder must ensure that at commencement of the contract, all cleaning staff are deployed in presentable full uniform and protective clothing.

- All staff to be in protective clothing during working hours
- All protective clothing to have company logo or name
- Safety clothes (PPE) should comprise of the following minimum requirement annually:
- 2 x Overall/Jump Suit
- 240x 2010 FFP1 Safety Masks
- 1 x pair Safety Shoes/Boots

3. STAFF COMPLIMENTS

Premises	Total number of employees	Daily requirements
Total area 1950sqm (Kimberly) and 2692sqm (Platfontein)	6 x Cleaners 1x Supervisor	Shift 1: Office Cleaning <u>Monday-Friday (07H00-16h00)</u> 5 x Cleaners (3 Kimberly & 2 Platfontein, 1 cleaner will be

		responsible for cleaning and supervising in Kimberly office) Shift 2: Carwash Cleaning <u>Monday-Friday (07h30-16h30)</u> 2 x Cleaners (1 Kimberly & 1 Platfontein)
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4 RFQ Validity period

This bid will remain valid **90 (ninety) days** from the date of bid closing.

5 Costing

Please refer to annexure F

6 Duration of the Contract

Five (5) years

7 Location

SABC Kimberly & Platfontein office.

8 SECOND PHASE: FUNCTIONALITY / TECHNICAL EVALUATION CRITERIA

- The tender submission will be technically evaluated out of **75**
- A minimum threshold of **55 out of a maximum of 75** has been set.
- Bidders achieving less than the set threshold will be declared non-responsive and therefore will not continue forward for evaluation of Price.

Category	Description	Min Points	Max Points
Service Providers relevant experience in rendering Cleaning & Pest Control Services with public and/or corporate	Submit a detailed documented company profile indicating the number of years in rendering Cleaning & Pest Control Services, in a public and/or corporate sector. Bidders should not refer to a website for this information. <ul style="list-style-type: none"> • ≥10 years = (15 points) • 5 years but < 10 years = (10 Points) • 5 years = (5 points) 	5	15

<p>Relevant Company Experience in Cleaning Services</p>	<p>Company's minimum experience of 5 years in cleaning services. Bidders must provide references letters which MUST meet the following:</p> <ul style="list-style-type: none"> • on a client's business letterhead • contract duration • duly signed by authorised person • email address and contact details <p>Company's Experience in Cleaning services Number of Letters</p> <ul style="list-style-type: none"> • greater than 3 references letters = (20 points) • 2 - 3 reference letters = (15 points) • 1 reference letters = (10 points) • No reference letters = (0 points) <p>Reference letters that do not meet the all the requirements will be disqualified</p>	<p>10</p>	<p>20</p>
<p>Personnel Experience</p>	<p>Bidder to submit CVs of experienced personnel that will liaise with the SABC for on-site requirements.</p> <ul style="list-style-type: none"> • Site Supervisor x 1 with a minimum of 3 years' experience in cleaning and hygiene = (10 points) • Area Manager with a minimum of 5 years' experience in a managerial role in the Cleaning Services Industry = (10 points) 	<p>20</p>	<p>20</p>
<p>Compliance with OHS</p>	<p>Bidder to submit the following documents related to Occupational Health and Safety</p> <ul style="list-style-type: none"> • Valid medical certificate for all the cleaners (10 points) • Safety data sheet (SDS) with five different cleaning chemicals= (10 points) 	<p>20</p>	<p>20</p>
<p>Total</p>		<p>55</p>	<p>75</p>

9 PRICE AND SPECIFIC GOALS

- a. The 80/20 preference point system will apply to evaluate responses
- b. The award of the tender / RFQ to will be based on functionality evaluation.
- c. The Price and BEE (Specific goals) will be applicable to award the highest scoring bidder

10 PRICE AND (SPECIFIC GOALS) APPLICATION DURING CONTRACT IMPLEMENTATION

a. PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

- Ps = Points scored for comparative price of bid under Consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

b. BEE (SPECIFIC GOALS)

<u>SPECIFIC GOALS</u>	<u>80/20</u>
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

- **NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero.**

c. **ADJUDICATION USING A POINT SYSTEM**

- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

d. **Objective Criteria**

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay The SABC reserves the right not to award this tender to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.
- The SABC will not award contract/s to the bidders who are blacklisted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
- The SABC reserve the right not to award this tender to any bidder who fails the financial stability assessment.
- No SABC former employees shall be awarded contracts with the SABC within **12 months** after termination of employment with the SABC.
- Should employees resign or retire from the employment of the SABC and become directors of other businesses tendering with the SABC, such tender shall not be considered until the cooling off period of 12 (**Twelve**) months has expired.
- Should the employee be dismissed from the SABC employment, such employee shall be prohibited from conducting business with SABC for a period of **5 (Five)** years from the date of dismissal.
- Should the employee be found guilty in a court of law due to criminal conduct/act, such employee will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.
- The SABC shall not procure any goods, services, works or Content from any Board member or Board member owned business, to ensure that suppliers competing for the SABC's business have confidence in the integrity of SABC's selection process.
- Should the SABC's Board members no longer serve on the SABC Board but become directors of other companies, the SABC shall not conduct business with those companies until the cooling off period of **12 (Twelve)** months has expired.
- Should the Board member be found guilty in a court of law due to criminal conduct/act, such Board member will not be considered to do/conduct business with SABC, until the criminal record has been legally expunged.

11 COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

12 CONDITIONS TO BE OBSERVED WHEN TENDERING

- The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.
- No tender shall be deemed to have been accepted unless or until a formal contract / letter of award is signed by both parties.
- **The Corporation reserves the right to:**
 - Make a selection solely on the information received in the submissions
 - Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
 - Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
 - Cancel this RFQ or any part thereof at any time.
- Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BEE & Price.

13 Cost of Bidding

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under any circumstances be responsible or liable for any such costs, regardless of, without limitation, the outcome of the bidding, evaluation, and selection process.

14 PAYMENT TERMS

SABC will effect payment sixty (60) days after the service provider has rendered the service and submitted an invoice / statement.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Annexure A - Declaration of Interest
- Annexure B - **SBD 6.1 Form**
- Annexure C - Consortiums, Joint Ventures and Sub-Contracting Regulations
- Annexure D - Previous completed projects/Current Projects
- Annexure E - SBD 4 Form**
- Annexure F - Pricing Schedule

DECLARATION OF INTEREST

- 1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favoritism, should the resulting tender, or part thereof be awarded to-
(a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
(b) any person who acts on behalf of SABC; or
(c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
(d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position vis-à-vis SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

NAME : [1] [2]
POSITION :
OFFICE WHERE EMPLOYED :
TELEPHONE NUMBER :
RELATIONSHIP :

- 2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, supra, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, supra, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
- recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
- cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT TENDER NUMBER DATE
POSITION OF DECLARANT NAME OF COMPANY OR TENDERER

SBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS
2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

SPECIFIC GOALS	80/20
EME/SME 51% owned by Black people	10
51% owned by Black people;	5
51% owned by Black people who are women	3
Black Youth	2

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P\ min}}{\mathbf{P\ min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P\ min}}{\mathbf{P\ min}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (80/20 system) (To be completed by the tenderer)
SMMEs (inclusive of QSEs and EMEs) 51% owned by Black people	10	
51% owned by Black people;	5	
51% owned by Black people who are women	3	
Black Youth	2	

NB: All tenders will be issued to the market with all specific goals, and these will be scored in accordance with the evidence as submitted by the bidder. The bidder who does not meet the specific goals will not be disqualified but score zero

Source Documents to be submitted with the tender or RFQ

Specific Goals	Acceptable Evidence
B-BBEE	Valid BEE Certificate / Sworn Affidavit (in case of JV, a consolidated scorecard will be accepted)
Black Women Owned	Certified ID Documents of the Owners/shareholder
Black Youth owned	Certified ID Documents of the Owners
EME or QSE 51% Black Owned	Annual Financial/ Management Accounts/ B-BBEE Certificate / Affidavit/ Certified ID Documents of the Owners/shareholder
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit/ Certified ID Documents of the Owners/shareholder
South African Enterprises	CIPC Documents

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the

shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATION OF SUB-CONTRACTING

3.1 Will any portion of the contract be sub-contracted? YES / NO

3.2 If yes, indicate:

3.2.1 The percentage of the contract will be sub-contracted%

3.2.2 The name of the sub-contractor

3.2.3 The B-BBEE status level of the sub-contractor.....

3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE “D”

Previously completed projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Pricing schedule

EQUIPMENT COSTING TO BE COMPLETED BY ALL BIDDERS

PRICING PER EQUIPMENT DESCRIPTION	TOTAL Quantity	FREQUENCY	Unit Price	Total Price for 60 months
Low noise industrial vacuum cleaners for carpet floors	4	Per contractual term		
Wet & dry vacuum cleaners (80L)	1	As and when required		
Scrubbing machine 1500w with buffing accessories (as and when required)	1	As and when required		
Pressure cleaner 150 bar with hoses + Nozzles	1	Per contractual term		
Other Equipment:				
Fall arrest belting	2	Per contractual term		
Leaves blower	2	Per contractual term		

220-240V AC cold water dispensers with compressor cooling, stainless steel tanks, capable of delivering chilled water at 5-12C with min of cooling capacity of 2 litres per hour	4	Per contractual term		
Sterilised water bottles -25 L	4	Sterilised every 15 days		
Wet floor signage	4	Per contractual term		
Wall mounted stainless steel automatic 75ml aerosol fragrance dispenser, battery operated, programmable intervals, +- 3000 sprays per fill, lockable ABS housing	10	Per contractual term		
Wall mounted stainless steel 1 litre manual hand soap dispenser, battery operated, lockable ABS housing	8	Per contractual term		
Wall mounted hand paper towel dispenser stainless steel with brushed finish, capable of holding 250-500 multi fold paper towels. Lockable cover and single sheet dispensing mechanism	5	Per contractual term		
Wall mounted toilet rolls holders stainless steel with brushed finish. Unit shall hold jumbo toilet rolls, removable spindle for easy refill, lockable ABS housing	7	Per contractual term		

Stainless steel care toilet seat holder	7	Per contractual term		
Free standing stainless steel with brushed finish SHE bin, 3-15l capacity, hygienic push lid, removable liner, corrosion resistant	4	Per contractual term		
Wall mounted stainless steel with brushed finish hand paper towel disposal bin, 5 – 20l	5	Per contractual term		
Wall mounted stainless steel with brushed finish wall mounted auto hand sanitiser, 300 ml capacity, battery operated, dispensing volume 0.8-1ml, lockable refill system	10	Per contractual term		

CONSUMABLES COSTING TO BE COMPLETED BY ALL BIDDERS

CONSUMABLES DESCRIPTION	TOTAL Quantity	FREQUENCY	Unit Price	Total Price for 60 Months
Multi-purpose cleaner 25Ltr	2	Per month		
Dish washer 5Ltr	2	Per month		
Tile cleaner 25Ltr	2	Per month		

Multi-purpose thick bleach 10L	2	Per month		
Mister min 400ml	12	Per month		
Micro-fibre cloth (4-Color coded) per area	24	Per month		
Chamois cloth drying towel	5	Per month		
White tyre paint (Liquid) 5L	1	Per month		
Dash shine spray 400 ml	5	Per month		
Trim rejuvenator 5L	1	Per month		
Double ply toilet paper 350 sheets per roll (48 rolls per bale)	8 bales	Per month		
Toilet bowl cleaner 10L	2	Per month		
Urinal mat (anti-splash)	14	Per month		
Heavy duty PVC gloves (per month)	8	Per month		
Window cleaning squeegees	4	Per quarter		
Windolene liquid 5L	1	Per month		
Mops	5	Every 6 months		
Feather dust	5	Per quarter		
Dust mops	5	Per quarter		

Double buckets – (passages and toilets)	5	Per contractual term		
Double buckets - (car wash bay)	1	Per contractual term		
3-Piece wet floor sign	4	Per contractual term		
Short handle scrubbing brush	4	Per contractual term		
Dust masks SABS approved	1 box of 20	Per month		
Heavy refuse bags 20 per roll	3 rolls	Per month		
Water caps (per month)	50	Per month		
Aerosol fragrance 75 ml	30	Per month		
SHE tablets	13	Every 15 days		
Hand pink soap 1litre valve (per month)	35	Per month		
Hand towel paper rolls 350 sheets per roll (24 rolls per bale)	4 bales	Per month		
Auto-sanitiser 300 ml (per month)	2	Per month		
Bicarbonate 5kg	2	Per Quarter		
Vinegar 10 Litre	2	Per Quater		
70% Alcohol hand sanitizer spray 1 Litre	4	Per Month		

PEST CONTROL				
Provide and service Bait box tamper	50	Per month		
Ant treatment whole building	Both offices	Every six months		
Rodent and cockroaches	Both offices	Per Quater		
Fumigation	Both offices	Per Quater		
Ablution deep clean	Both offices	Every six months		

CLEANING PERSONNEL- TO BE COMPLETED BY ALL BIDDERS

(Total number of cleaners 6 + 1 Supervisor = 7 total)

Cleaning Personnel Price structure	Monthly salary per cleaner	Monthly salary for supervisor	Total monthly cost
Rate per hour			
Basic Wage = Rate per hour x 8hrs x 5 days x 4.333 Weeks			
Leave and Sick leave allowance @1%			
Other Allowances (please state)			
Annual Bonus = Rate per hour x 8hrs x 5 days x 4.333 Weeks/6			
Other Benefits			
a). Provident Fund @.....1,5% of salary p/m			
b). UIF + WCA + RSC + Skills Development levy @ ...1,5% of salary p/m			
c). Uniform allowance for complete PPE (safety shoes/masks/overalls/suits/gloves)			
Real Cost per Cleaner and Supervisor per month			
Total cost to Company for (3) Cleaners and 1 Supervisor			
Add other costs provisions:			

Annual Statutory Increases @ (%)			
Provision for Profit @ (%)			
Total cost of labour & provision for profit excluding VAT			
Value Added Tax@15%			
TOTAL COST OF LABOUR & PROVISION FOR PROFIT INCLUDING VAT:			

TOTAL COSTING MODEL (TABLE)	Monthly Costs	Total Costs for 60 Months
Consumables		
Equipment for cleaning		
Cleaning personnel		
Total cost of cleaning services excluding value added tax (sixty) 60 months		
Value Added Tax @15%		
Total cost of cleaning services including Vat for 60 Months:	R	